

# Helping the U.S. State Dept. Find Qualified Firms to Support Real Property Projects Worldwide



Project Title	Helping the U.S. State Dept. Find Qualified Firms to Support Real Property Projects Worldwide
Project Summary	This project offers participants the opportunity to assist the State Dept. with finding and evaluating qualified contractors, architectural & engineering companies, and operations & maintenance firms to assist the local posts with real estate projects and management.
Country	United States
Agency	Department of State
DoS Office	OBO/PRE/RPL/ML
Post	N/A
Section	N/A
Number of Interns	6

## Project Description

The Bureau of Overseas Buildings Operations (OBO) directs the worldwide overseas real property program for the Department of State. OBO operates, maintains, repairs, and constructs safe, secure and functional facilities world-wide. Working with other offices and bureaus, foreign affairs agencies, and Congress, OBO sets worldwide priorities for the design, construction, acquisition, maintenance, use, and sale of real properties. OBO has one of the most diverse lease portfolios in the world, with more than 17,000 leased assets in 175 countries. Along with a diverse portfolio, OBO must navigate different business cultures, markets, and regulations while leasing safe, secure, and functional properties for the Department of State. OBO works closely with post to gather and collect key market information before leasing properties. This information includes, but is not limited to, market rental rates, building operating expenses, availability of suitable properties built to an acceptable standard, availability of reliable architectural, engineering, and construction firms, area developments, and public transportation routes.

OBO often requires in-country professional Architectural/Engineering (A&E), Construction and/or Operation & Maintenance (O&M) expertise. When unavailable locally or within the region, OBO must rely upon U.S. companies to provide these types of support services.

## Desired Skills Interests

## Additional Information

For management purposes, the State Department has divided the world into six functional regions: 1- Europe, 2- Asia/Pacific, 3 - the Western Hemisphere, 4 - Sub-Saharan Africa, 5 - Northern Africa & the Middle East, and 6 - South/Central Asia. In every capital of the world the United States has an embassy, and in many of the major cities or locations frequently visited by Americans, it has consulates and American Presence Posts (APPs) of various sizes. All of the more than 260 posts around the world require real estate for office space, storage, and housing.

Your task will be to help the State Department identify the best local architectural & engineering (A&E) firms, contractors, builders, and operations & maintenance (O&M) companies available to fulfill the various needs related to designing, building, retrofitting, securing, and maintaining these structures. This will not be easy and will require some creative research. Our goal is to establish a list of reliable companies in each region that we can call upon when a post needs assistance with a project. Some cities may not have even one of the types of firms we're needing, in which case it will be helpful to know if companies from other cities or even countries are willing and able to provide these services.

You may express your interest in a particular region and the most qualified and creative proposal will be selected. One intern will be expected to take responsibility for a specific region, but the six selected interns will be welcome to exchange ideas and pool resources. If you already have an assignment that places you in one of these regions, that can certainly add to your ability to suss out the needed information.

The intern is expected to deliver to OBO a comprehensive list of companies and their known capabilities. The sources of information can be derived from internet research, published review, listed clientele, direct contact to the firm, local licensing and permitting offices, or other diplomatic missions, to name a few. It is anticipated survey forms will be the primary source of screening the information from companies. When possible, direct follow-up to confirm survey results with multiple sources would be beneficial.

### 1. A/E Services - Research by region/country:

- Top 10 reputable licensed and/or insured professional Architectural/Engineering companies
- Building/industry codes expertise of each company if stated
- List of major clients (such as hotels, oil companies, airports)
- List of projects completed
- Whether the firm provides construction management services
- A list of clients to whom they have successfully provided project management services.

### 2. Construction Services - Research by region/country:

- Top 10 reputable licensed and insured construction companies and their areas of expertise
- Successful projects they have completed
- A list of their major clients and a contact point with their client to ascertain quality, satisfaction, and adherence to schedule
- Assess capabilities of each contractor in terms of project complexity successfully managed (such as renovating

or constructing buildings)

- If possible, OBO asks that companies be categorized (based upon past experience) by their capabilities to perform in the following dollar ranges: \$0-\$500K, \$500-\$2 million, \$2 million and above.

3. O&M Services - Research by region/country:

- Top 10 licensed and insured professional O&M companies
- The specific types of real property services/expertise of each company
- Their major clients (such as hotels, oil companies, large corporations, airports, host country governmental installations), and successful O&M contracts already being managed such as replacing roofing, plumbing, electrical, or A/C systems.

4. Database – Provide simple and sortable databases of all information collected and analyzed, showing both raw data and final product.

At the end of each semester, the intern will submit a comprehensive list of qualified companies, including their specific areas of expertise and capability. The intern will have weekly check-ins with their mentor(s) and submit twice-monthly progress reports. Progress reports will be provided in Microsoft Word, Excel, and/or PDF. The interns are encouraged to be creative in developing a detailed matrix for the presentation of the information.

## Language Requirements

*None*